UTAH SCHOOL CHEMICAL CLEANOUT

CHECK LIST FOR SAFE STORAGE OF CHEMICALS

To be completed by _____

ADMINISTRATION: CHEMICAL STORAGE	**Yes**	**No**
GENERAL:		
1. Written Chemical Hygiene Plan and Standard Operating Procedures updated and available to employees. Required by OSHA Laboratory Standard.		
2. Written Hazard Communication Program updated and available. Including: MSDS sheets for all chemicals on premises, information on proper labeling, chemical inventory, training documentation, emergency planning etc. Required by OSHA Hazard Communication Standard.		
3. National Fire Protection Association Code used as guideline for proper storage, handling and use of chemicals in the school.		
4. All biological hazards identified, labeled, stored and disposed of according to OSHA Blood Borne Pathogen Standard.		
5. Written Exposure Control Plan and universal precaution procedures completed as required by OSHA Blood Borne Pathogens Standard.		
6. Chemical storage area separate and secure from other areas and off limits to students.		
7. Chemicals locked during non-class periods.		
8. Storage areas/cabinets labeled to identify the hazardous nature of the products.		
9. Storage cabinets anchored to a fixed entity.		
10. All chemical storage shelves equipped with anti-roll lips.		
11. All chemicals stored at or below eye level but off of floor.		
12. No chemicals stored in fume hoods.		
13. Clearance of at least 18 inches between chemicals and sprinkler heads.		
14. Chemicals never stacked. Labels always visible.		
15. All containers clearly labeled with chemical name, expiration date, hazards and storage requirements (see labeling checklist for details).		
16. Chemicals stored in class appropriate containers designed for chemical storage.		
17. Chemicals stored according to chemically compatible families (chemical class/ reactive group). Compatibility on shelves vertical as well as horizontal.		
18. Chemical storage area equipped with functioning smoke detectors.		
19. Sources of ignition kept away from chemical storage area.		
20. Two unobstructed, clearly visible exits/evacuation routes available from storage room.		
21. Fire extinguisher easily accessible and annually inspected.		
22. Personal protective equipment provided and used properly when handling chemicals.		
23. Chemical storage rooms fire-resistant and vented via mechanical exhaust system with at least four air changes/hour.		
24. Chemicals stocked only in small quantities for use that year.		
25. Chemicals used on first-in, first-out basis to prevent accumulation of expired materials.		
26. Recommended shelf life of chemicals followed.		
27. Chemical storage areas (including refrigerators) free of food/drink. "No Food" signs posted.		
28. Chemical containers checked regularly for rust, corrosion and leakage.		
29. Chemical containers capped and sealed except when adding or removing chemicals.		
30. Emergency eye wash station and fire blanket available within 25' of storage area.		
31. Wastes accumulated for disposal. Documentation kept to determine generator status.		
32. All unusable, unneeded, deteriorated, out-dated and excessive amounts of chemicals eliminated from storage.		
33. All contaminated sharps/glass discarded immediately in puncture resistant containers, capped, labeled and eliminated from storage.		
34. Comprehensive chemical inventory list/disposal log on hand and updated annually.		
35. Annual safety review performed for chemical storage area.		

CLASS SPECIFIC:

36. Flammable and corrosive liquids stored separately in approved cabinets (except acetic acid - store with flammables.)		
37. Acids stored separately from bases.		
38. Organic acids stored separately from inorganic acids (nitric acid from formic acid, acetic acid, and anhydrides.)		
39. Ignitables stored separately from oxidizers or sources of ignition, especially solvents.		
40. Oxidizing agents stored separately from reducing agents & flammables.		
41. Halogenated solvents stored separately from non-halogenated solvents.		
42. Water reactives stored separately from aqueous sources. Not stored under sinks.		
43. Chemical containers free of the formation of peroxides.		
44. Peroxide-forming chemicals stored in airtight containers, routinely checked for formations and disposed within 6-12 months of opening.		
45. Flammable chemicals stored in explosion-proof/safe refrigerators.		
46. Flammable storage cabinets free of combustible materials and odors.		
47. Less than 10 gallons of flammable chemicals stored outside flammable storage cabinets.		
48. Pyrophorics stored separately from flammables and corrosives.		
49. Strong bases stored in separate corrosive resistant cabinets.		
50. Safety caps in place on all stored compressed gas cylinders.		
51. Operational fume hood provided where noxious or toxic chemicals prepared/tested.		
52. Ventilated cabinets available for storage of highly toxic or odorous chemicals.		
53. Sufficient secondary containment provided for solvents/wastes/acids/bases.		
54. Concentrated acids and bases limited to maximum of two pints of each.		
55. Ether cans drained after opening and not stored unless absolutely necessary.		
56. Water-reactive products stored under dry oil.		

Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Management Representative for my department.

_____ _____

Date **School**

_____ _____

Signature **Name (print)**

_____ _____

Site Administrator **Date Completed**